



DEPARTMENT OF THE ARMY
ROCK ISLAND DISTRICT, CORPS OF ENGINEERS
CLOCK TOWER BUILDING - P.O. BOX 2004
ROCK ISLAND, ILLINOIS 61204-2004

CEMVR Policy
Statement #001

CEMVR-IM (25)

09 July 1997

MEMORANDUM FOR ALL EMPLOYEES

SUBJECT: Information Management Policy

1. Improved information support to Rock Island District employees continues to be an area of importance. The District's goal is to reduce the information burden by developing integrated, shared data systems that eliminate or replace those systems that are antiquated and/or no longer meet the needs of the District. To insure that this occurs, the following guidelines have been developed:

a. The Information Management Office (IMO) will provide guidance and support to insure the flow of information is accomplished through standard procedures that provide integrated data on a shared basis. Research will be performed by IMO to insure that the latest technologies are incorporated into systems based on requirements.

b. Standard systems within all functional areas will be coordinated with the IMO. Any development of stand alone systems or systems that interface with standard systems will be evaluated for conformance with the District's overall automation plan. IMO is responsible for maintaining oversight of all local Automated Information Systems (AIS's). This includes the assurance that other alternatives have been reviewed prior to the approval of an investment in the development of a new system.

c. The integration of automation equipment and software are the responsibility of the IMO. The Local Area Network (LAN), Wide Area Network (WAN), and automated workstation requirements are analyzed and standards developed and implemented to best serve the needs of District headquarters and the field offices.

d. To facilitate the development and implementation of automated systems, the Information Resource Management Steering Committee (IRMSC) chaired by the District Commander and comprised of the District staff, will be utilized.

e. The IMO will assure that there is compliance with public law, regulations, and directives which govern the acquisition, accounting, use, management, and disposal of Information Processing (IT) resources.

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2. The above actions are not intended to stifle creativity or prevent District employees from performing their job functions. Questions that may arise concerning these matters may be directed to the IMO.

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JAMES V. MUDD

Colonel, EN

Commanding

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